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Executive Rec  
62-3240

August 3, 1967

The Honorable  
Richard N. Helms  
Director of the Central  
Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Helms:

Since May, 1965, Brookings has conducted seven Conferences for Federal Executives on Business Operations. These conferences are designed to give senior Federal career officials a keener insight into the philosophies, operations, and problems of major U. S. corporations. They have been enthusiastically received by the government participants and by the corporate executives who have helped make possible this first-hand exposure to business activity. We are pleased, therefore, to announce that Brookings will conduct five of these conferences during the fiscal year 1968.

The purpose of these conferences is to provide an educational experience which will sharpen the sensitivity of participants to the ways in which major corporations operate at the executive level, the responsibilities and motivations of top management, business-government relationships, and the role of business in our national life. The emphasis is on fostering an exchange of views between executives from business and government. The principal method employed is informal seminars and discussions with top corporate executives. To date, 174 Federal officials from 46 departments and agencies have taken part in these conferences.

Several of the early conferences were two weeks in length, but after experimenting with one-week programs last year it has been decided to offer only one-week programs in 1967-68. Each conference will be held in two large corporate headquarters cities. As in prior years, these conferences will be held for senior government officials in Grades GS-16 to GS-18 and exempt classifications.

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The dates and locations for these conferences are:

October 22-27, 1967	St. Louis and Chicago
December 3-8, 1967	Boston and New York
February 4-9, 1968	Los Angeles and San Francisco
March 31-April 5, 1968	Detroit and Pittsburgh
May 19-24, 1968	Minneapolis-St. Paul and Milwaukee

The fee for each conference will be \$350.00 per participant. Departments or agencies will pay transportation costs to and from the conference city, and hotel room charges. Most meals are provided by Brookings or host companies. It is anticipated that the fees will not meet the entire costs of the conferences and Brookings will provide any necessary subsidy for the programs.

We cordially invite you to nominate one or two officials to participate in each of these conferences. Nominations should be made in writing to me at the above address by September 14, 1967. Forms for use by prospective candidates are enclosed. Each conference will be limited to a maximum of 25 participants, and nominees will be given their first choices of conference sites wherever possible. It is particularly desired that several nominations be submitted for qualified officials not serving in the Washington area.

Additional information and extra copies of nomination forms may be obtained from Mr. John A. Larson, Senior Staff Member in the Advanced Study Program at Brookings. Enclosed for your information is a copy of the pilot conference program and a copy of an article from Business Week on that conference.

We hope that your representatives will participate in our 1968 Conferences on Business Operations and look forward to receiving your nominations.

Sincerely,

*James M. Mitchell*

Director

Enclosures

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